

# Arizona Transition Outcomes Project School Improvement Planning Sheet

Name of PEA (Public Education Agency):

Date:

Planning Team Members:

Question	Current %	Goal %	Final %	Strategies for reaching goal:	By when and By Whom:
1. Did the public agency invite the student?					
2. Did the student attend the IEP meeting?					
3. Did the public agency take steps to ensure that the student's preferences and interests were considered in the development of the IEP?					
4. Will this student need involvement from any outside agency in order to make a successful transition?					
4a. Did the public agency invite a representative of any other agency that is likely to be responsible for providing or paying for transition services?					
4b. If a representative from any other agency did not attend, did the public agency take other steps to obtain their participation in the planning of any transition services?					
5. Was parent notice provided?					
6. Does the parent notice indicate that one of the purposes of the meeting will be the development of a statement of transition service needs or a statement of needed transition services?					
7. Does the parent notice indicate that the public agency will invite the student?					

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8. Does the parent notice identify (by agency, position, and title) any other agency that will be invited to send a representative?					
9. Does the parent notice indicate the date, time and location of the meeting and who will be invited?					
10. Does the parent notice inform the parents that they may invite other individuals who have knowledge or special expertise regarding their child, including related services personnel, as appropriate?					
11. Does the IEP include a statement of current performance related to transition services?					
12. Does the IEP include a statement of transition service needs that specifies the student's courses of study that will be meaningful to the student's future and motivate the student to complete his or her education?					
13. Does the IEP include a statement of needed transition services?					
14. Does the statement of needed transition services consider:					
a. Instruction;					
b. Related services;					
c. Community experiences;					
d. Development of employment and other post-school adult living objectives;					
e. Daily living skills; and					
f. A functional vocational evaluation?					
15. Are the activities in the statement of needed transition services presented as a coordinated set of activities?					

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16. Do the activities in the statement of needed transition services promote movement from school to the student's desired post-school goals?					
17. If appropriate, does the IEP include a statement of the interagency responsibilities or any needed linkages?					
18. Are the statements of transition service needs and needed transition services reviewed at least annually?					
19. Does the IEP include a statement that at least one year before the student reaches the age of majority under state law that the student has been informed of the rights under Part B that will transfer to him or her when he or she reaches the age of majority?					
20a. Did any participating agency from outside of the school system fail to provide agreed upon transition services contained in the IEP?					
20b. Did the public agency responsible for the student's education initiate a meeting to identify alternative strategies to meet the transition objectives and, if necessary, revise the student's IEP?					